



## MEMORANDUM

**TO:** Superintendents, Business Officials, and Charter Schools

**FROM:** Lance V. Rhodes, Chief Financial Officer  
Indiana Department of Education

**DATE:** October 27, 2010

**SUBJECT:** Educational Jobs Fund Update

This memorandum is an update to the Education Jobs Memo issued on August 27, 2010. Since the release of that memo, a few schools have decided not to participate in the program. Therefore, excess funds were reallocated to the participating schools and the updated amount available to each school is reflected on the attachment. Schools have the option of making their first draws on the funds in November 2010. All Education Jobs funds must be expended by September 30, 2012.

Schools may request draws two times per month, or as needed, by submitting an Education Jobs Fund Request Form. Schools are reminded that they are only to draw those funds that will be expended within the three day time frame established by federal regulations. Schools are not allowed to hold or accumulate excess cash reserves of federal money. Schools will be required to submit an Interest Earned Form if necessary to fulfill federal requirements.

Schools must deposit allocations into Fund 7965-Education Jobs using receipt account 4581-Education Jobs. The funds may not be co-mingled with other state or federal funds. If transfers are necessary, schools must abide by the requirements of I.C. 36-1-8-4.

A school may use funds to pay salaries and benefits for teachers and other employees who provide school-level educational and related services. This statute prohibits the use of Educational Jobs Funds for general administrative expenses.

Schools will be responsible for supplying federally requested information to fulfill all Education Jobs Fund reporting requirements.

All forms and memoranda related to the Education Jobs Fund can be found on the Office of School Finance website at the following link: [www.doe.in.gov/finance](http://www.doe.in.gov/finance)

If you have questions, please contact Melissa Ambre or Kaitlin Boldt at 317-232-0840 or by email at [mambre@doe.in.gov](mailto:mambre@doe.in.gov) or [kboldt@doe.in.gov](mailto:kboldt@doe.in.gov).